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IS : 5195 - 1969

(Reaffirmed 2008)

Indian Standard

SPECIFICATION FOR PAPER STATIONERY ITEMS FOR SCHOOLS

(First Reprint AUGUST 1979)

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INDIAN STANDARDS INSTITUTION
MANAK BHAVAN, 9 BAHADUR SHAH ZAFAR MARG
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AMENDMENT NO. 1 MAY 2003
TO
IS 5195 : 1969 SPECIFICATION FOR PAPER
STATIONERY ITEMS FOR SCHOOLS

(Page 4, clause 3.5, line 2) — Substitute '1991*' for '1961*.'

(Pages 4, footnote marked '*') — Substitute the following for the existing:

'* Writing and printing paper — Specification (*second revision*).'

(Pages 5, footnote marked '†') — Substitute the following for the existing:

'† Writing and printing paper — Specification (*second revision*).'

(Pages 6 to 9, footnote marked '*') — Substitute the following for the existing:

'* Writing and printing paper — Specification (*second revision*).'

(Page 5, clause 4.5, line 2) — Substitute '1991' for '1961'.

(Page 6, clause 5.4, line 1) — Substitute '1991' for '1961'

(Page 7, clause 7.5, line 1) — Substitute '1991' for '1961'.

(Page 8, clause 8.5, line 2) — Substitute '1991' for '1961'.

(Page 9, clause 9.5, line 2) — Substitute '1991' for '1961'.

(Page 9, clause 10.2) — Substitute the following for the existing:

'10.2 Denominations

These registers shall be composed of 100, 200, 300, 400, 500 and 600 pages.'

(Page 9, clause 10.3) — Substitute the following for the existing clause:

10.3 Binding

The sections shall be thread stitched, cloth back, paper inside and cut flash. It shall be protected by pasting a piece of jaconet cloth throughout length of the register at the inside joint of the text under the sheet pasted over the cover and bound with a binding cloth on the spine and straw board on the top and bottom of the book. Any other binding may also be used if agreed to between the purchaser and supplier.'

(Page 9, clause 10.5, line 2) — Substitute '1991' for '1961'.

(CHD 15)

Indian Standard

SPECIFICATION FOR PAPER STATIONERY ITEMS FOR SCHOOLS

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Indian Standard

SPECIFICATION FOR PAPER STATIONERY ITEMS FOR SCHOOLS

0. FOREWORD

0.1 This Indian Standard was adopted by the Indian Standards Institution on 10 April 1969, after the draft finalized by the Paper Sectional Committee had been approved by the Chemical Division Council.

0.2 During the past few years, it has been observed that the dimensions and the quality of the paper used for the exercise books and like items have been decreasing. Further these books are still being made out of crown, foolscap and other non-standard sizes of papers. In this standard the size and the quality of paper used for making different types of exercise books, drawing books, science practical notebooks, examination answer books, registers, etc, required by students have been prescribed. The sizes prescribed are based on untrimmed raw stock paper sizes of series RA1, RB1, and RC1 indicated under Table IV of IS: 1064-1961*. If, however, it is not possible for some manufacturers to utilize the above sizes of papers on account of smaller range of their machinery and equipment, use of RA2, RB2 and RC2, which can conveniently be obtained from the above basic untrimmed sizes by cutting into halves, has been permitted. All these sizes will give manufacturers advantage of fabricating exercise books in the denominations which are multiple of 8 or 16 pages fabricated in 1-up or 2-up form.

0.3 This standard contains clauses **3.4, 4.4, 7.4, 8.4, 9.4, 10.3** and **10.4** which call for agreement between the purchaser and the supplier and which permit the purchaser to use his option for selection to suit his requirements.

0.4 For the purpose of deciding whether a particular requirement of this standard is complied with, the final value, observed or calculated, expressing the result of a test or analysis, shall be rounded off in accordance with IS : 2-1960†. The number of significant places retained in the rounded off value should be the same as that of the specified value in this standard.

*Specification for paper sizes (*revised*).

†Rules for rounding off numerical values (*revised*).

1. SCOPE

1.1 This standard prescribes the requirements for the following paper stationery items, generally used in schools:

- a) Exercise books (wire stitched),
- b) Exercise books (bound),
- c) Drawing exercise books (wire stitched),
- d) Map exercise books (wire stitched),
- e) Science practical notebooks (bound),
- f) Examination answer books (wire stitched),
- g) Register (wire stitched), and
- h) Register (bound).

2. TOLERANCE ON SIZES

2.1 A tolerance of ± 2 mm shall be allowed on all sizes.

3. EXERCISE BOOKS (WIRE STITCHED)

3.0 Exercise books (wire stitched) shall conform to the following requirements.

3.1 Size — The size of this type of book shall be 162×229 mm (C5). This may economically be obtained from 67×94 cm (RC1 Standard) getting 32 pages or from 47 × 67 cm (RC2 Standard) getting 16 pages per sheet respectively.

3.2 Denominations — These books shall be composed of 32, 48, 64, 80, 96, 112 and 128 pages excluding the covers.

3.3 Binding — Exercise books of 32 pages shall have one stitch and 48 and 128 pages shall have two stitches on the spine of each exercise book. The size of stitch (staple) shall be 13 to 16 mm in length.

3.4 Ruling — The ruling, if required, shall be done as agreed to between the purchaser and the supplier. If required, the copy rule shall be done in blue colour and the top and side margin shall be in red colour. For copy rule, the distance between horizontal lines shall be 9 mm and for margin, whether it is on the top or on the side, the distance from the end shall be 25 ± 1 mm. There shall be 21 blue lines on each page.

3.5 Quality of Paper — Cream laid, cream wove or white printing hard-sized paper (*see* IS : 1848-1961*) of minimum 52 g/m² substance shall

*Specification for writing and printing papers.

be used. The quality of paper shall be such that matter can be written on both sides using a latem pattern nib and ink conforming to IS : 222-1962*, without any loss of legibility.

3.6 Cover — Coloured cover paper of minimum 66 g/m^2 substance shall be used.

4. EXERCISE BOOKS (BOUND)

4.0 Exercise book (bound) shall conform to the following requirements.

4.1 Size — The size of this type of book shall be $162 \times 229 \text{ mm}$ (C5). This size may economically be obtained from $67 \times 94 \text{ cm}$ (RC1 Standard) getting 32 pages or from $47 \times 67 \text{ cm}$ (RC2 Standard) getting 16 pages per sheet respectively.

4.2 Denominations — These books shall be composed of 96, 128, 144, 160, 192, 256, 288, 320, 384, 480 and 576 pages.

4.3 Binding — The sections shall be thread stitched and bound with binding cloth on the spine and strawboard on the top and the bottom of the book. Millboard may also be used for exercise books of 96 and 128 pages.

4.4 Ruling — The ruling, if required, shall be done as agreed to between the purchaser and the supplier. If required, the copy rule shall be done in blue colour and the top and side margin shall be in red colour. For copy rule the distance between horizontal lines shall be 9 mm and for margin, whether it is on the top or on the sides, the distance from the end shall be approximately 25 mm. There shall be 21 blue lines on each page.

4.5 Quality of Paper — Cream laid, cream wove or white printing hardsized paper (*see* IS : 1848-1961†) of minimum 52 g/m^2 substance shall be used. The quality of the paper shall be such that the matter can be written on both sides using a latem pattern nib and ink conforming to IS : 222-1962* without any loss of legibility.

4.6 Cover — Strawboard (*see* IS : 2617-1967‡) suitably covered with papers both from inside and outside shall be used as cover and the

*Specification for ink fluid for general purposes (*revised*).

†Specification for writing and printing papers.

‡Specification for millboard, greyboard and strawboard (*first revision*).

minimum substance for different denominations of bound books shall be as follows:

<i>Denomination</i>	<i>Substance</i> g/m ²
96, 128, 160	490
192, 256	675
288, 320, 384	900
480 and 576	1 100

5. DRAWING EXERCISE BOOKS (WIRE STITCHED)

5.0 Drawing exercise books (wire stitched) shall conform to the following requirements.

5.1 Size — These books shall be of the following three sizes:

- 177 × 250 mm (B5). This size may economically be obtained from 75 × 105 cm (RB1 Standard) getting 32 pages or 52.5 × 75 cm (RB2 Standard) getting 16 pages per sheet.
- 210 × 297 mm (A4). This size may economically be obtained from 61 × 86 cm (RA1 Standard) getting 16 pages or from 43 × 61 cm (RA2 Standard) getting 8 pages per sheet respectively.
- 229 × 324 mm (C4). This size may economically be obtained from 67 × 94 cm (RC1 Standard) getting 16 pages or from 47 × 67 cm (RC2 Standard) getting 8 pages per sheet respectively.

5.2 Denominations — These books shall be composed of 16 and 24 pages excluding covers.

5.3 Binding — The binding shall be done on the spine of the book by two wire stitches of 13 to 16 mm in length.

5.4 Quality of Paper — White cartridge (see 1848-1961*) or drawing paper (see IS : 3064-1964†) of minimum 80 g/m² substance shall be used.

5.5 Cover — Coloured cover of minimum 100 g/m² substance shall be used.

6. MAP EXERCISE BOOKS (WIRE STITCHED)

6.1 The sizes and specifications of map exercise books shall be as specified for drawing exercise books of 210 × 297 mm (A4) and 229 × 324 mm (C4), manufactured horizontal or vertical.

*Specification for writing and printing papers.

†Specification for handmade drawing paper.

7. SCIENCE PRACTICAL NOTEBOOK (BOUND)

7.0 Science practical notebooks (bound) shall conform to the following requirements.

7.1 Size — The size of this type of book shall be 210×297 mm (A4). This size may economically be obtained from 61×86 cm (RA1 Standard) getting 16 pages or 43×61 cm (RA2 Standard) getting 8 pages per sheet respectively.

7.2 Denominations — These books shall be composed of 96, 128, 144, 160 and 192 pages besides the printed data.

7.3 Binding — The sections shall be thread stitched and bound with binding cloth on the spine and strawboard pasted on the top and the bottom of the book.

7.4 Ruling — The ruling shall be done as agreed to between the purchaser and the supplier but for copy rule blue colour and for margin red colour shall be used.

7.5 Quality of Paper — Azure laid (*see* IS : 1848-1961*) of minimum 70 g/m^2 substance shall be used. The quality of paper shall be such that the matter can be written on both sides using a latem pattern nib and ink conforming to IS : 222-1962† without any loss of legibility.

7.6 Cover — Strawboard (*see* IS : 2617-1967‡) suitably covered with papers both from inside and outside shall be used as cover and the minimum substance for different denominations of science practical notebook shall be as follows:

<i>Denomination</i>	<i>Substance</i>
	g/m^2
96, 128 and 144	675
160 and 192	900

8. EXAMINATION ANSWER BOOKS (WIRE STITCHED)

8.0 Examination answer books (wire stitched) shall conform to the following requirements.

8.1 Size — These books shall be of two sizes:

- 162×229 mm (C5). This size may economically be obtained from 67×94 cm (RC1 Standard) getting 32 pages or 47×67 cm (RC2 Standard) getting 16 pages per sheet respectively.

*Specification for writing and printing papers.

†Specification for ink fluid for general purposes (*revised*).

‡Specification for millboard, greyboard and strawboard (*first revision*).

- b) 210×297 mm (A4). This size may economically be obtained from 61×86 cm (RA1 Standard) getting 16 pages or from 43×61 cm (RA2 Standard) getting 8 pages per sheet respectively.

8.2 Denominations — Both the above sizes shall be composed of 16, 24, 32 and 48 pages inclusive of covers.

8.3 Binding — Size C5 shall have single wire stitch binding on the spine when composed of 16 pages. For other denominations of size C5 and all denominations of size A4, two wire stitches on the spine shall be provided. Size of stitch (staple) shall be 13 to 16 mm long. Size A4 shall have a hole on left hand top corner of minimum 3 mm diameter on each answer book.

8.4 Ruling — The ruling, if required, shall be done as agreed to between the purchaser and the supplier. If required, the horizontal lines shall be done in blue ink and the margin shall be red. Margin, if required, shall be given at a distance of 30 mm from the spine for C5 size and 45 mm for the A4 size; the top margins in the two cases shall be 25 mm and 30 mm respectively.

8.5 Quality of Paper — Cream laid, cream wove or white printing hardsized paper (*see* IS: 1848-1961*) of minimum 60 g/m^2 substance shall be used. The quality of paper shall be such that the matter can be written on both sides using a latem pattern nib and ink conforming to IS : 222-1962† without any loss of legibility.

8.6 Cover — There shall be no extra cover and the paper used for the top shall be same as used for inside.

9. REGISTER (WIRE STITCHED)

9.0 Register (wire stitched) shall conform to the following requirements.

9.1 Size — The register (wire stitched) shall be of the following two sizes:

- a) 210×297 mm (A4) — This size may economically be obtained from 61×86 cm (RA1 Standard) getting 16 pages or 43×61 cm (RA2 Standard) getting 8 pages per sheet respectively.
- b) 229×324 mm (C4) — This size may be economically obtained from 67×94 cm (RC1 Standard) getting 16 pages or 47×67 cm (RC2 Standard) getting 8 pages per sheet respectively.

9.2 Denominations — These registers shall be composed of 96 and 144 pages exclusive of covers.

*Specification for writing and printing papers.

†Specification for ink fluid for general purposes (*revised*).

9.3 Binding — The binding shall be done on the spine of the register by two wire stitches of 13 to 16 mm in length.

9.4 Ruling — The ruling shall be done as agreed to between the purchaser and the supplier.

9.5 Quality of Paper — Cream laid, cream wove or white printing hard-sized paper (*see* IS : 1848-1961*) of minimum 60 g/m² substance shall be used. The quality of paper shall be such that the matter can be written on both sides using a latem pattern nib and ink conforming to IS : 222-1962† without any loss of legibility.

9.6 Cover — Coloured cover paper of minimum 100 g/m² substance shall be used.

10. REGISTER (BOUND)

10.0 Register (bound) shall conform to the following requirements.

10.1 Size — The register (bound) shall be of the following two sizes:

- a) 210 × 297 mm (A4)—This size may economically be obtained from 61 × 86 cm (RA1 Standard) getting 16 pages or 43 × 61 cm (RA2 Standard) getting 8 pages per sheet respectively.
- b) 229 × 324 mm (C4) — This size may economically be obtained from 67 × 94 cm (RC1 Standard.) getting 16 pages or 47 × 67 cm (RC2 Standard) getting 8 pages per sheet respectively.

10.2 Denominations — These registers shall be composed of 96, 144, 192, 256, 288, 320 and 384 pages.

10.3 Binding — The sections shall be thread stitched and bound with binding cloth on the spine and strawboard on the top and the bottom of the book. Any other binding may also be used if agreed to between the purchaser and the supplier.

10.4 Ruling — The ruling shall be done as agreed to between the purchaser and the supplier.

10.5 Quality of Paper — Cream laid, cream wove, white printing hard-sized or azure laid paper (*see* IS : 1848-1961*) of minimum 60 g/m² substance shall be used. The quality of the paper shall be such that the matter can be written on both sides using a latem pattern nib and ink conforming to IS : 222-1962† without any loss of legibility.

10.6 Cover — Strawboard (*see* IS : 2617-1967‡) covered suitably with paper both from inside and outside shall be used as cover and for

*Specification for writing and printing papers.

†Specification for ink fluid for general purposes (*revised*).

‡Specification for millboard, greyboard and strawboard (*first revision*).

different denominations shall be minimum of the following substances:

Up to 192 pages	675 g/m ²
256 and above	1100g/m ²

11. PACKAGING AND MARKING

11.1 Packaging — The notebooks shall be supplied in packages, containing copybooks of the same type, size, and having the same number of pages. Each package shall be wrapped in paper to protect the notebooks from damage during transportation. The notebooks may be first tied in bundles before being packaged. If the notebooks are tied in bundles, each bundle shall be firmly bound with paper tape.

11.2 Marking — Each package of notebooks shall be marked or labelled with the following particulars:

- a) Name and address of the manufacturer or his trade-mark,
- b) Description of the notebooks in the package, and
- c) Number of notebooks in the package.

11.2.1 Each notebook shall be clearly and durably marked with the following particulars:

- a) Name and address of the manufacturer or his trade-mark,
- b) Weight of the paper (in g/m²),
- c) Length and width (in cm), and
- d) Number of pages.

11.2.2 The packages may also be marked with the ISI Certification Mark.

NOTE — The use of the ISI Certification Mark is governed by the provisions of the Indian Standards Institution (Certification Marks) Act, and the Rules and Regulations made thereunder. Presence of this mark on products covered by an Indian Standard conveys the assurance that they have been produced to comply with the requirements of that standard, under a well-defined system of inspection, testing and quality control during production. This system, which is devised and supervised by ISI and operated by the producer, has the further safeguard that the products as actually marketed are continuously checked by ISI for conformity to the standard. Details of conditions, under which a licence for the use of the ISI Certification Mark may be granted to manufacturers or processors, may be obtained from the Indian Standards Institution.

12. SAMPLING AND CRITERIA FOR CONFORMITY

12.1 Sampling of school paper stationery items and criteria of conformity shall be as given in Appendix A.

APPENDIX A

(Clause 12.1)

SAMPLING AND CRITERIA OF CONFORMITY OF SCHOOL PAPER STATIONERY ITEMS

A-1 GENERAL

A-1.1 Sample notebooks or registers shall be drawn only after sorting out the material soiled or damaged in the course of packing or transit.

A-2. SCALE OF SAMPLING

A-2.1 Lot — All notebooks or registers of the same size, type and design in a consignment shall be grouped together to form a lot. Each lot shall be tested separately for the requirements given in the specification.

A-2.2 The number of notebooks in the sample to be drawn from a lot depends on the size of the lot and shall be in accordance with Table 1.

TABLE 1 SCALE OF SAMPLING AND CRITERIA FOR CONFORMITY

LOT SIZE	FOR CLAUSES 3, 5, 6, 8 and 9		FOR CLAUSES 4 and 10		FOR CLAUSE 7	
	Sample Size	Permis- sible Number of Defec- tives	Sample Size	Permis- sible Number of Defec- tives	Sample Size	Permis- sible Number of Defec- tives
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Up to 200	5	0	8	1	8	0
201 to 500	8	1	13	1	13	0
501 to 1 000	13	1	20	2	20	1
1 001 and above	20	2	32	3	32	1

A-2.3 If the notebooks and registers are packed in bundles, at least 10 percent of the bundles shall be opened and from each of them approximately equal number of notebooks shall be selected at random to give the required sample size specified in Table 1.

A-3. CRITERIA FOR CONFORMITY

A-3.1 All the notebooks and registers in the sample shall be examined for various requirements and any notebook failing to satisfy one or more of the requirements shall be termed as defective. The lot shall be accepted as conforming to the requirements of this specification if the number of defective articles does not exceed the permissible number of defectives given in col 3, 5 and 7 for respective items.